

Energy Efficiency Assistance Program Customer Intake Form

Return to :
CNS-City of
Muskegon
933 Terrace Street
Muskegon, MI 49440

Customer Information

First Name (DTE Account Holder):	Last Name (DTE Account Holder):	<input type="checkbox"/> DTE Electric-Only Customer <input type="checkbox"/> DTE Gas-Only Customer <input type="checkbox"/> DTE Combination (Electric and Gas) Customer	
DTE Energy Electric Account Number:	DTE Energy Natural Gas Account Number:		
Address:			
City:	State:	ZIP Code:	Phone:
Applicant Name if different from the DTE Account Holder:		Relationship to DTE Account Holder:	
Community Action Agency (CAA)/Nonprofit Organization (NPO) Name:		CAA/NPO Phone:	

Program Income Eligibility

The DTE EEA Program provides services to DTE customers who have low- to moderate-income DTE customers. Low-income customers cannot exceed 200% of the Federal Income. Limited funding available to customers within 201%-300% of Federal Poverty Guidelines.

Qualifying Assistance Programs

Have you, or any member of your household received assistance in the last 12 months from any of the qualifying programs noted below?

Please check programs that apply and provide documentation demonstrating proof of participation.	
<input type="checkbox"/> DTE Low-Income Self-Sufficiency Program (LSP)	<input type="checkbox"/> Supplemental Security Income (SSI)
<input type="checkbox"/> DHS (Department of Human Services)	<input type="checkbox"/> Temporary Assistance for Needy Families (TANF)
<input type="checkbox"/> Michigan Low Income Home Energy Assistance Program (LIHEAP)	<input type="checkbox"/> The Heat and Warmth Fund (THAW)
<input type="checkbox"/> Michigan Food Assistance Program (FAP)	<input type="checkbox"/> Weatherization Assistance Program (WAP)
<input type="checkbox"/> State Disability Assistance (SDA)	<input type="checkbox"/> Supplemental Nutrition Program for Women, Infants, and Children (WIC)
<input type="checkbox"/> State Emergency Relief Fund (SER)	

Household Information

Complete this section if you have not received assistance from any of the above qualifying programs in the last 12 months, and provide an applicable source of income documentation.*

Number of Adults Living in Household (18 years or older), Including Applicant:	Number of Children Living in Household (under 18 years of age):	Total Number in Household:
Note Source(s) of Income Provided:		

*Sources of income may include: paystubs, social security/SSI documents, unemployment letter/MARVIN statement, pension letter, DHS budget letter, child support documentation, etc. Proof of income or qualifying assistance program documentation must be provided to determine EEA Program eligibility and may be requested for review by a DTE Energy Specialist or Representative.

Customer Certification

I, the applicant, certify the information provided above is complete, true, and accurate to the best of my knowledge. I hereby grant DTE permission to verify any and all information provided to determine eligibility to provide EEA Program services to my home.

Signature: _____ Date: _____

Overview of the DTE Energy Efficiency Assistance (EEA) Program

The DTE Energy Efficiency Assistance (EEA) Program provides rebates to participating Partner Organizations to install energy efficiency measures in the homes of qualifying DTE customers at no cost to you. DTE EEA Program rebates are available on a first-come, first-served basis and Program funding may be limited. Income eligibility does not guarantee participation in the DTE Energy Efficiency Assistance Program.

Your DTE EEA Partner Organization shall be responsible for guiding you through the following steps:

1. Complete DTE EEA Customer Validation Form

Customers interested in participating in the EEA Program must have an active DTE electric and/or natural gas account. You will need to complete and sign the DTE EEA Program Customer Validation Form and provide required Program income qualification documents. If you rent your home, a signed DTE EEA Program Landlord Agreement Form will also be required.

2. Determine Program Eligibility

Your Partner Organization will verify income and determine if you are eligible to participate in the EEA Program.

3. Identify Potential EEA Measures and Perform Whole Home Assessment (if applicable)

Your Partner Organization will work with you to identify a full list of potential DTE EEA Program energy efficiency measures for which you may qualify. This step may also include Whole Home Energy Efficiency Assessments performed by your Partner Organization, an authorized EEA participating contractor, or the EEA Program Team.

4. Request Approved Validations for Identified EEA Measures

Your Partner Organization will submit a project validation request to the EEA Program Team on your behalf. The EEA Program Team will provide notification of all approved and/or denied measure validations to your Partner Organization within one to two business days. Approved validations shall remain active for 45 days.

5. Schedule EEA Measure Installations

Your Partner Organization will assign an authorized EEA participating contractor to complete the approved EEA measure installations in your home. You may be assigned multiple participating contractors if your home has been approved for multiple EEA measures. An assigned participating contractor(s) will contact you to schedule the installation and installations may take six to eight weeks to schedule and complete. Contact your Partner Organization if you do not hear from your assigned participating contractor(s).

6. Complete EEA Measure Installation

Your Partner Organization is responsible for ensuring EEA projects are complete prior the validation expiration dates. EEA measure installations may take up to six to eight weeks to schedule and complete. If any issues arise with your assigned participating contractor, please contact your Partner Organization to assist with resolving the issue. Upon completion of the project, your assigned participating contractor will have you sign an EEA Certificate of Completion Form.

7. EEA Rebate Application and Payment

Upon completion of the project, your assigned participating contractor will have you sign an EEA Certificate of Completion Form, which they will provide to your Partner Organization, along with all the required EEA Program project documentation and before and after photos necessary to submit the EEA Rebate Application. Your Partner Organization will submit the EEA Rebate Application on your behalf and provide the payment to the assigned participating contractor upon receipt of payment.

8. Post-Installation Field Inspections (if applicable)

DTE reserves the right to perform quality inspections and audit submitted documentation for any projects provided an EEA Program rebate. Your home may subject to a post-installation field inspection, and if selected, a representative of the DTE EEA Program Team will contact you to schedule the appointment. Your Partner Organization is also subject to review of EEA project documentation required to be kept on file.

2023 EEA Program Income Qualification – Maximum Eligible Household Income Limit

Federal Poverty Guidelines Effective Jan. 19, 2023
Use Federal Poverty Guidelines found here: aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines
U.S. Department of Housing and Urban Development (HUD) Low Income Limits (80% AMI) Effective April 18, 2022
Use HUD Income Limit Table for County found here: huduser.gov/portal/datasets/il/il2022/select_Geography.odn

EEA Customer Verification – This Section to Be Completed by Partner Organization

Household Income Qualification

The following income qualification documentation was verified to determine the customer eligibility for participation in the EEA Program:

Proof of Qualifying Assistance Program Participation (within the last 12 months)

Household Member Name	Proof of Qualifying Assistance Program Provided

OR:

Proof of Income Sources

Household Member Name	Source of Income Provided*	Amount (\$)	Payment Frequency (weekly, monthly, etc.)	Annual Amount
		\$		\$
		\$		\$
		\$		\$
Total Annual Amount:				\$

*Applicable sources of income: paystubs, social security/SSI documents, unemployment letter/MARVIN statement, pension letter, DHS budget letter, child support documentation, etc.

The following method was used to determine the customer eligibility:

Total household income is at or below 200% of Federal Poverty Guidelines

Total household income is between 201% and 300% of Federal Poverty Guidelines

Total household income meets the U.S. Department of Housing and Urban Development Low Income Limit (at or below 80% of median income)

Obtained Approval From Home Owner: Proof of Ownership **OR** Signed Landlord Agreement

Partner Certification

I certify the customer information collected above is complete, true, and accurate to the best of my knowledge. Upon receipt of an approved customer validation, DTE EEA Program services will be performed in adherence with our executed DTE EEA Partner Agreement, and agree for documentation to be kept on file for at least a year following project installation. I hereby grant DTE permission to verify any and all information to determine eligibility and for Program audit, documentation review, and/or post-installation field inspection purposes.

Name: _____

Date: _____

Signature: _____

Return Completed Validation Request Form to:

DTE Energy Efficiency Assistance Program
 1400 Howard St, Detroit, MI 48216
 Email: dte-eea@sellllc.com
 Fax: **313.447.2311**

A completed Customer Validation Request Form shall accompany a request to install EEA measures. Notice of approved or denied Customer Validation Requests for each measure shall be provided within 24-28 business hours of receipt. EEA funding may be limited and is available on a first-come, first-served basis. Income eligibility does not guarantee participation in the DTE Energy Efficiency Assistance Program.